

CAMP FRIENDSHIP

be happy. be healthy. be helpful.

PARENT HANDBOOK 2013



CITY OF GAHANNA

DEPARTMENT OF PARKS & RECREATION

Welcome to Camp Friendship!

Thank you for choosing Camp Friendship for your child. Gahanna Parks & Recreation believes that camp provides a unique opportunity for children to grow and develop, interact with peers and adults, and fosters resilience.

How?

We become resilient by being in situations that push us out of our comfort zones. That's what camp does for kids: every day, it presents them with a whole new set of challenges, some of which are easily accomplished, others which take persistence, grit, and gaining new skills.

This is a responsibility that we do not take lightly, and we are grateful for the opportunity to share in this growth with you and your children.

At Camp Friendship, our first priority is the safety and wellbeing of our campers, and we are proud to be accredited by the American Camp Association (ACA). As a leading authority in child development, the ACA works to preserve, promote and improve the camp experience by holding accredited camps accountable for over 250 health, safety and program quality standards. Our ACA accreditation gives you one more reason to feel confident that your child will have an excellent camp experience.

On behalf of the entire Camp Friendship staff, thank you for entrusting us with your children. We take pride in providing high quality experiences for you and your campers, and look forward to another amazing summer - if you have any questions or concerns, please let me know!

GENERAL INFORMATION

Camp Friendship Core Belief & Mission

Our belief is that camp is the perfect outlet for kids to be kids, while simultaneously developing the resiliency necessary to successfully navigate the world around them. Not only do we provide the opportunity and support for children to grow and develop as individuals, we create lifelong memories, lasting relationships, and foster a competent and confident citizenry.

Camp Friendship Goals & Outcomes

- Provide a structured and supportive environment for campers and staff.
- Promote campers' physical, social, and cognitive competence.
- Encourage a healthy lifestyle, and appreciation for nature, and creativity & expression.

Positive Youth Development – How We Achieve our Goals

The Camp Friendship approach draws heavily from Positive Youth Development (PYD) philosophy. In a broad sense, youth development refers to the stages that children go through to acquire the attitudes, competencies, values, and social skills they need to become successful adults. As children move through each developmental stage, they acquire a set of personal assets, or supports, that help them face the challenges ahead and become resilient. More specifically, PYD strategies focus on giving children the chance to form relationships with caring adults, build skills, exercise leadership, and help their communities.

PYD focuses on encouraging and nurturing these critical assets, rather than reducing particular risks or preventing specific problems. In other words, can we guarantee that your child will never fall down in sports & games, make a bad decision, or experience minor conflict with another camper? **No.** But, we can guarantee that our counselors will assist your child in a developmentally appropriate way to stand up and try again, understand and learn from their mistakes, or resolve the conflict at hand.

Camp Friendship 2013 Weekly Schedule
Friendship Park

	Monday	Tuesday	Wednesday	Thursday	Friday
7-9am	Before Care Hours: 7-9 am (All campers together)				
9am	Sunscreen/Snack	Sunscreen/Snack	Sunscreen/Snack	Sunscreen/Snack	Sunscreen/Snack
	<i>Opening Circle</i>	<i>Morning Circle</i>	<i>Morning Circle</i>	Field Trip!	<i>Morning Circle</i>
10am	Session 1	Walk to Pool	Session 1		All Camp Activity
11am	Lunch & Sunscreen	Pool Day @ GSP!	Lunch & Sunscreen		
12pm	Session 2		Session 2		Lunch & Sunscreen
	Sunscreen		Sunscreen		Playground/Field
1pm	Session 3		Session 3		Community Involvement
2pm	<i>Afternoon Circle</i>		<i>Afternoon Circle</i>		<i>Closing Circle</i>
	Sunscreen/Snack	Sunscreen/Snack	Sunscreen/Snack	Sunscreen/Snack	Sunscreen/Snack
3-6pm	After Care Hours: 3-6 pm (All campers together)				

Camp Friendship 2013 Weekly Schedule
Hannah Park

	Monday	Tuesday	Wednesday	Thursday	Friday
7-9am	Before Care Hours: 7-9 am (All campers together)				
9am	Sunscreen/Snack	Sunscreen/Snack	Sunscreen/Snack	Sunscreen/Snack	Sunscreen/Snack
	Opening Circle	Morning Circle	Field Trip!	Morning Circle	Morning Circle
10am	Session 1	Games		Session 1	Community Involvement
11am	Lunch & Sunscreen	Pool Day @ GSP!		Lunch & Sunscreen	Lunch & Sunscreen
	Session 2			Session 2	Playground/Field
12pm	Sunscreen			Sunscreen	All Camp Activity
1pm	Session 3			Session 3	
2pm	Afternoon Circle			Afternoon Circle	Closing Circle
	Sunscreen/Snack	Sunscreen/Snack	Sunscreen/Snack	Sunscreen/Snack	
3-6pm	After Care Hours: 3-6 pm (All campers together)				

Hours

Camp runs daily from 7:00am to 6:00pm. Pre-care takes place from 7:00am to 9:00pm. After-care takes place from 3:00pm to 6:00pm. Traditional programmed camp hours are 9:00am to 3:00pm. Pre and after-care are provided at no additional cost.

Where to Drop Off and Pick Up

Parents will drop their camper(s) off and pick them up at the park in which they are enrolled each week, Friendship Park (150 Oklahoma Ave) or Hannah Park (6547 Clark State Rd).

The only exception occurs on Tuesdays for BOTH Friendship and Hannah Park campers – campers will need to be PICKED UP from the Gahanna Swimming Pool (148 Parkland Dr). Transportation will NOT be provided back to either park on Tuesdays.

Camp T-shirts

One t-shirt is provided to each camper registered for Camp Friendship. Additional t-shirts can be purchased for \$6.00 each from camp staff. Campers that are not dressed in their t-shirt on field trip days will be required to purchase an additional shirt in order to attend the field trip.

For the health and safety of all participants, t-shirts cannot be worn, washed and returned

Field Trips

- All Camp Friendship field trips at Friendship Park will take place on Thursdays. All Camp Friendship field trips at Hannah Park will take place on Wednesdays.
- Campers must wear their camp t-shirt to camp on field trip days.
- Campers will also wear orange wristband (printed with the Parks & Recreation phone number) during field trips so they can be easily identified by camp staff.
- Please read the weekly camp newsletter for additional and specific information about field trips.

Please do NOT send money with your campers as they are NOT allowed to spend personal money on field trips.

Pool Day - *NEW FOR 2013*

Beginning in 2013, Camp Friendship travels to the Gahanna Swimming Pool on Tuesdays. The Gahanna Swimming Pool is located at 148 Parkland Dr. The shelter at the Gahanna Swimming Pool has been reserved exclusively for the use of Camp Friendship on Tuesdays.

- All Friendship campers will be dropped off at their respective camps on Tuesdays.
- Campers at Friendship Park will carry their belongings and walk to the pool by following the bike trail.
- Campers at Hannah Park will be transported to the pool by van.

Campers from BOTH camps will need to be picked up from the pool by the parent/guardian at the end of the camp day.

Swim Tests

All campers are permitted in the shallow end of the front pool. If campers would like to enter the back pool, use either set of diving boards, or the water slide, they must pass a swim test administered by a lifeguard.

- Campers only need to take and pass the swim test once the whole summer, but must pass it each year.
- If a camper does not pass the swim test, they may re-take the test the following week they are at camp, for as many weeks as they want until they pass.
- Those campers who do not pass the swim test (or choose not to take it) must remain in the shallow end of the front pool.
- Campers who pass the swim test will be required to wear a bright green wristband each week in order to be easily identified by camp and pool staff as having passed the test.
- A log of campers who have taken and passed or failed the swim test will be kept at the pool and updated each week.
- ALL Camp Friendship campers will be required to wear a bright wristband that corresponds with their swim test so that campers will be easily identified by camp and pool staff.
 - Campers are not permitted in the south end of front pool (baby pool)
 - Orange: North end of front pool ONLY
 - Purple: Front pool (North end + diving well), water slide and diving well of back pool
 - Green: Everywhere except south end of front pool

Please do NOT send money with your campers as they are NOT allowed to spend personal money at the pool.

Camper Age Requirements

Children attending Camp Friendship must be 5 years old on or before their first day of summer camp, and may remain at camp until the day before their 13th birthday.

While Camp Friendship is available for children as young as five years, some children are not yet ready for camp. Please make sure your camper is ready for camp by asking yourself the following:

- Can my child attend to his or her own personal needs such as changing clothes, toileting and eating? Camp staff cannot assist children with these personal needs.
- Will my child generally follow simple directions and rules in a structured setting? Most rules are set for the safety of all campers, and children must generally be able to follow these rules in order to stay safe.

Staff

Camp Friendship is an environment in which all camp staff:

- Interact with families in a comfortable, respectful, welcoming way
- Treat participants with respect and listen to what they say
- Treat co-workers with respect and value their perspective
- Teach participants to interact with one another in positive ways
- Teach participants to make responsible choices and encourage positive outcomes
- Are sensitive to the culture and language of participants
- Strive to establish meaningful community collaborations
- Are energetic, positive, and have fun!

Each staff person is qualified and competent to provide wholesome leadership and direction to each child, according to his/her needs. All staff must meet the following requirements to be employed by Camp Friendship:

- At least 18 years of age
- Successful interview with the Recreation Specialist or Recreation Superintendent
- Two positive reference checks and verification of previous work history
- Negative drug screen
- No record in the National Sex Offender Public Database
- No more than 6 points on driver license
- No criminal record on BCI fingerprint background check or FBI background check if lived out of state in past five years.

Year-round camp staff who are continually employed by the City receive a BCI fingerprint background check and drivers license check annually.

What to Bring to Camp

- **LUNCH:** Please send a healthy, substantial lunch with your camper that DOES NOT REQUIRE REFRGERATION. Campers will store their lunches in assigned bins that remain outdoors at the shelter house.
- **CLOSED-TOE ATHLETIC SHOES:** Please send your camper in closed-toe shoes appropriate for active outdoor play. Old tennis shoes are best because they are already broken in and will get very dirty. Sandals, flip flops, and crocs make everyday activities very difficult and put your camper at a greater risk to trip, fall, or sustain foot and ankle injuries. (Sandals, flip flops, etc. are appropriate for pool days BUT please pack them in your camper's bag and send your camper in closed-toe athletic shoes because we have active play in the morning.)
- **WATER BOTTLE:** Please send a refillable water bottle with your camper. It is important to keep your camper hydrated and water does the best job. Drinks with high sugar and/or caffeine content do not hydrate your camper as well as water.
- **SWIMSUIT/TOWEL:** Please send a swimsuit and towel with your camper on Tuesdays for pool day.

Personal Belongings & Money – What NOT to Bring to Camp!

Campers are NOT to bring any personal belongings or money to camp, including but not limited to the following:

- Personal Sports Equipment
- Animals
- Electronic Devices (hand held video games, iPods, etc)
- Money
- Trading Cards & Collectibles
- Alcohol and/or Drugs
- Weapons

If your child brings personal belongings or money to Camp Friendship, the City of Gahanna Department of Parks & Recreation is not responsible for any damaged or lost items.

Daily Sign-in/Sign-out Procedures

Campers **MUST** be signed-in to camp every morning, and signed-out every evening. **ABSOLUTELY NO EXCEPTIONS!!!**

Permission to sign a camper in and out is given to any person named on the Health History Record as a parent, guardian, second parent, second guardian, emergency contact or additional authorized person. ALL authorized persons must show appropriate identification (driver's license, photo ID with name) to remove a participant from Camp Friendship—absolutely no exceptions. You **MUST** show appropriate photo identification **EVERY** time you remove your child from camp, even if the counselors know you by name.

ABC Log

The ABC log is our parent/guardian notification system that allows for camp staff to effectively communicate events that occur during the day. **A**ccidents, **B**ehaviors, and **C**omments are logged throughout the day by counselors, and must be read and initialed during sign-out by parents/guardians. We try to communicate more than just negative incidents or behavior issues – our counselors are wonderful at recognizing camper achievements, and strive to communicate those just as frequently!

New for 2013: In the past, the ABC log has been a continuous record stored in the back of the sign in & out binder, with multiple campers logged on each page. In order to respect the privacy of campers, each camper will now have their own ABC page within the log, which will be housed in a separate binder.

Early Drop-Off/Late Pick-Up

Campers may not be dropped off before 7:00am or picked up after 6:00pm. Drop-offs earlier than 7:00am and pick-ups later than 6:05 PM will be assessed an additional fee. Our program ends promptly at 6:00 PM. It is your responsibility to make every effort to pick up your campers before closing time. Camp staff have other responsibilities after this time, so please respect the staff in this matter.

Fee Structure

A flat fee of \$10.00 will be assessed to those individuals dropping off before 7:00 AM or picking up after 6:05 PM. In addition to the flat \$10.00 fee, a fee of \$1.00 per minute will be assessed.

For example, a camper dropped off at 6:45 AM will be assessed the flat \$10.00 plus an additional \$15.00 for the 15 minutes before 7:00 AM (bringing the total to \$25.00).

For example, a camper picked up at 6:15 PM will be assessed the flat \$10.00 plus an additional \$10.00 for the 10 minutes between 6:05-6:15 PM (bringing the total to \$20.00).

Payment of Fees

Payment of all fees is expected at the time of drop-off or pick-up. Camp staff will provide a written receipt for all fees paid. Campers will not be permitted to attend camp until **ALL** fees are paid.

Parent Access and Participation

Parents/guardians of children enrolled in camp have unlimited access to the program during operational hours for the purpose of contacting the child and/or evaluating the premises or the care provided. Upon entering the park, the parent must sign-in as a visitor and notify the camp staff of his/her presence. Parents may contact the Recreation Specialist at 342-4250 to discuss any concerns regarding the camp program. Your input for improvements to our program is encouraged and greatly appreciated.

Medication

ALL medications (including over-the-counter or nonprescription drugs) to be administered at camp **MUST BE LISTED ON THE HEALTH CARE FORM AND SUBMITTED TO CAMP STAFF.** Parent/guardians are requested to bring enough medication to last the entire camp day. Medications **MUST** be kept in the original packaging/bottle that identifies the prescribing physician (if a prescription drug), the name of the medication, the dosage, and the frequency of administration—Camp Friendship **WILL NOT ACCEPT OR ADMINISTER** any medications not in the original packaging/bottle. Medications that meet the above guidelines will be administered in the following way:

- All medications received by Camp Friendship will be stored in a locked container (refrigeration available upon request) and administered according to the health care form and physician's instructions by the Camp Manager or the camper's assigned counselor(s).
- The Camp Friendship staff member administering the medication will note the date/time that the medication was given on the Medication Administration Log.
- When at an off-site location, the counselor assigned to a camper who takes medications will carry those medications in a small first-aid kit and administer those medications appropriately including updating the Medication Administration Log upon returning to camp.
- Parent/guardians may come to camp, sign-out their camper, give any medication they feel is appropriate, and then sign their camper back into the program.
- Medications **MUST** be premeasured. Camp Friendship counselors do not have sufficient training to measure medications or administer injections, **WITH THE EXCEPTION OF EPIPENS** or other epinephrine injectable units prescribed for severe allergic reactions.

If a camper brings medication to camp that is not listed on the health care form, **AND/OR** does not meet the above guidelines, **AND/OR** is not submitted to Camp Friendship staff (camper keeps in backpack or lunch bag) that medication will be stored in the locked medication container until a parent/guardian is able to retrieve it and will **NOT** be administered to the camper. In the case that said medication is necessary for the health and well-being of the camper, the parent/guardian will be contacted to come and administer said medications. At this time the camper's Health Care form must be updated or the camper will not be permitted to remain at Camp Friendship.

Behavior Management

Our staff, while discouraging inappropriate behaviors, focuses on providing positive reinforcement for acceptable behavior, and encourages learning as a natural part of growth and development. We want each camper to have a positive experience at camp, and to experience as much of the camp session as possible.

Accordingly, the following actions will be taken when addressing behavior that is unacceptable in a camp environment:

1. **Reminder.** "Please ask before..."
2. **Verbal Warning.** Counselors will be sure the camper understands why they are receiving a warning. Parents may be notified via ABC log.
3. **Timeout within their group.** Timeout length is equal to the camper's age (a five year old will sit in timeout for five minutes). Parents are notified via ABC log.
4. **Timeout with the Camp Manager.** Incident is documented and parents are notified via phone.
5. **Camper is sent home for the remainder of the day.** Parents will be notified and required to pick up their child immediately.

6. **Camper is sent home for the remainder of the week.** If a camper returns to camp, and the problem persists, they will be sent home for the rest of the week with no refund.

*If a child is sent home for the week **twice** during the camp season they will be removed from camp for the remainder of the season with **no refund**.*

In addition, the following offenses may result in **immediate expulsion from camp for the remainder of the summer with no refund**.

- Physical Violence
- Possession of Weapons
- Physical & Verbal Bullying (including taunting, threats, blackmail, etc.)
- Leaving the Grounds
- Nudity

PROGRAM POLICIES AND PROCEDURES

Refund and Credit Policy

NO CREDITS, REFUNDS OR TRANSFERS WILL BE ISSUED AFTER June 3, 2013

Customer requested cancellations or transfers received on or before June 3, 2013 will receive department household credit *only*.

- Credits expire one year from the date issued.
- Customers using a household balance to register for a program will forfeit their credit if they choose to unenroll in the program.
- Gahanna does not offer customer-requested refunds for any programs, including Summer Camp.
- All customer requested cancellations and changes are subject to a \$25 administrative fee. This includes transferring from one week of camp to another. If changes to registration are made more than one time, multiple administrative fees will apply.
- No credits or transfers will be issued for customer requested cancellations after June 3, 2013. This includes missing any portion of camp due to vacation, schedule conflict, or any non-emergency situation.
- Refunds or credits for hardship situations must be requested by letter to the Department Director. Requests must be accompanied by proof and should be presented no less than one week prior to affecting camp attendance. Hardship situations are defined as a job transfer of 25 miles or more away or serious medical condition.
- Refunds or credits for emergency situations (i.e., camper illness/injury/medical emergency, etc) should be requested in writing to the Department Director within two weeks of first occurrence impacting camp attendance.
- Must be accompanied by proof such as doctor's note restricting participation.

10 Week All Summer Special - Additional Stipulations for refunds:

Due to the incentive offered for 10 Week Registrations, the refund schedule for any and all cancellations, changes, etc is listed below and is in addition to general refund policies as outlined above:

- Change of weeks/location: \$25 administrative fee
- Cancellation of 1 week: No Refund/Credit (please give notification)
- Cancellation of 2-10 weeks: Each week will be credited at the non-special pricing, less the \$25 administrative fee charged for the change.

For example, if a resident registers under the 10 week early bird rate of \$1,350—there will be no credit for the first week cancelled. If in total 3 weeks of camp are cancelled prior to June 3, 2013—the credit total would be \$150x2 less \$25 administrative fee, for a total household credit of \$275.

Additionally, if a non-resident registers under the 10 week early bird rate of \$1,550—there will be no credit for the first week cancelled. If in total 3 weeks of camp are cancelled prior to June 3, 2013—the credit total would be \$170x2 less \$25 administrative fee, for a total household credit of \$325.

Inclement Weather

Camp Friendship has specific inclement weather procedures for a multitude of circumstances that are revisited by camp staff, police, and fire on an annual basis. In case of severe weather, campers at Friendship Park will be sheltered at the City of Gahanna's Parks Complex (located across the parking lot at Friendship Park). The shelter house at Hannah Park is enclosed and is safe to protect campers from severe weather, therefore campers at Hannah Park will gather in the shelter house. In the event of rain, campers may continue with scheduled activities or similar activities under the Friendship Park or Hannah Park Shelters. While at the Gahanna Swimming Pool, pool staff will determine the safety of pool conditions and campers will be sheltered inside the pool building if necessary.

Program Evaluation

The City of Gahanna is committed to continually improving the quality of the Camp Friendship experience. Surveys relating to all aspects of camp (program, administration, facilities, staff, etc) are utilized to ensure that an accurate assessment of the program is performed on an annual basis. Additionally, the Department of Parks & Recreation welcomes your feedback at any time. Please contact the Recreation Specialist with any questions, concerns or suggestions.

Child Abuse

Ohio Revised Code 2151.421—Reporting Child Abuse or Neglect

By state law, all agencies that provide children's programming are required to report questionable bruises or marks that are repetitious and obvious to the staff. Likewise, should a child indicate to a staff member that abuse, either physical or sexual, is happening to them, it is our obligation to report the discussion to Franklin County Children's Services. The filing of a report will only be done by the Recreation Specialist, Recreation Superintendent, Deputy Director, or Director after much evaluation and consideration by the staff and city administration.

Medical Procedures

All regularly scheduled Camp Friendship counselors, head counselors, and manager must have a valid CPR/First Aid/AED certification to be employed at Camp Friendship. Camp staff are prepared to use basic first aid skills to address common camp injuries such as: scraped knees, insect bites, bee stings, bloody noses, and other small injuries that occur during active outdoor play. For specific Medical Standing Orders please contact the Department of Parks & Recreation at Janene.Giuseffi@gahanna.gov, or (614) 342-4250.

- Camp staff are authorized to perform the following: flush minor scrapes and cuts with water, clean minor scrapes and cuts with alcohol swabs, apply band-aids when appropriate, distribute and assist with the application of cold packs when appropriate, distribute medications as indicated on health history forms, provide more advanced first-aid (within the scope of training)

as requested by parent/guardian when accompanied by physician's instructions (assist with epi pen, etc).

- Camp staff are expected to call either a camper's parent/guardian or 911, depending on the severity of the injury/illness, for any medical situation that requires treatment other than those listed above.
- Camp staff are expected to follow best practices to prevent disease transmission (use of gloves, hand washing, etc) at all times when dealing with ANY medical situation.
- Incident forms will be completed after any treatment is provided and notes will then be recorded in the ABC log.

Emergency Procedures

All Camp Friendship staff are charged with responding to emergencies. The general principles that govern all emergency situations apply:

- Evaluate the situation completely and as quickly as possible (call 911 if appropriate).
- Provide basic care consistent with training level.
- Take care of the most important conditions first--maintain open airway, control severe bleeding, and prevent shock.
- Engage campers not involved in the emergency in non-threatening, low impact activities until the emergency has passed or a debriefing takes place (with assigned mental health care professionals if necessary).
- If 911 is called, the camp staff person who made the call should immediately call the Recreation Specialist responsible for Camp Friendship (or continue up the organizational chart) to inform the Department of Parks & Recreation of the accident/incident.